

APPLICATION FOR PARKING SPACE RESERVATION



Requests must be completed and received at least **2 business days** prior to the start date. Your application may be e-mailed, mailed, or submitted in person to Parkit at the address below. Please include your full payment; checks or credit cards are accepted. **No spaces will be**

reserved until full payment is received. All delinquent invoices must be resolved prior to space reservation approval. By using the premises, the customer agrees to be held fully liable for any damage to the owner's property, including but not limited to structures, fixtures, landscaping, and equipment, caused directly or indirectly by the customer, their guests, or their vehicles, and agrees to cover all costs associated with repair or replacement. **NOTE:** Space Reservation requests for a Special Event (food trucks, vending, pop-up activations, etc.) require a Special Events Permit through the City of Tempe. Permit requests must be **submitted 60 days in advance** of your event. For more information: www.tempe.gov/government/community-services/special-events

Downtown Tempe Authority

Contact Information

Name: _____ Tel (Office): _____ Cell: _____

Company Name: _____

Address: _____ City, State & Zip Code: _____

E-mail Address: _____

Reason for Space Reservation Request: _____

Requested Spaces

Number of Spaces Requested: _____ Start Date: _____ End Date: _____

Street: _____ Curb: (North / South / East / West) (Circle all that apply)

Notes on 7th Street Bus Parking: Though there are 4 parking spaces on the curb, only 3 are approved for bus parking, the spaces closest to the alley. Buses are only permitted to park in those 3 spaces, and there can be no overlap in the 4th space. This must be left available for another vehicle to pull in and park. These spaces will be an option for requests containing **only one bus**. Any request for parking for 2 or more buses will automatically be considered for the West 5th Street area **only**.

Bus Parking Only:

☐

West 5th Street
Northwest corner of
Maple Ave and 5th Street

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East 7th Street
Southeast corner of
Mill Ave and 7th Street

I certify under penalty of perjury that the above information is true.

SIGNATURE OF APPLICANT: _____ Date: _____

OFFICE USE ONLY

Operations Approved (Employee Name): _____ Date: _____

Accounting Approved (Employee Name): _____ Date: _____

TOTAL PERMIT FEES: \$ _____

(\$15.00 per space per day) **An additional fee will be charged per day that the spaces are still occupied after the end date of the request** Extensions will not be approved during event blackout dates**